

Indiana State University
Center for Public Service and Community Engagement
General Education Council

LIBERAL LEARNING IN ACTION
GRANT PROGRAM

The Center for Public Service and Community Engagement and General Education Council are pleased to announce a funding opportunity in support of community-based liberal learning activities. **The purpose of the Liberal Learning in Action program is to support high-quality community-based initiatives in classes, allowing students to use liberal learning to improve the quality of life in Indiana.** This program is part of *Focus Indiana*, an initiative funded by the Lilly Endowment with the goal of increasing economic opportunities for college graduates in Indiana.

Preference will be given to projects that provide students with the opportunity to work directly with a community organization or engage in other activities that contribute to the quality of life in the community. For the purposes of this program, community-based activities must involve a direct, two-way interaction with an external partner/s. In order to meet with favorable review, proposals must also demonstrate experiential learning -- engagement of students in active learning that results in skills or knowledge transferable to professional settings.

Purpose of Grants

A wide variety of projects are funded. Tutoring and mentoring projects, neighborhood clean-up projects, education or cultural programs and presentations for community groups, agency or community needs assessment, and art classes for youth are just a few examples. Projects can take place in one day or last for the semester. Common elements for projects are that they are embedded in a course, address real community needs, structured to facilitate student application of classroom learning to a community-based setting, and include a reflective component. **Applicants should provide evidence in the proposal that community members have helped identify the need for the project and/or been involved in the planning.**

Eligibility

Instructional faculty from all academic units are invited to submit proposals. This program is not limited to General Education courses; instructors of major and elective courses also are encouraged to submit proposals. Eligibility will be determined on the ability of the applicant to demonstrate that liberal learning is linked to the community-focused, experiential learning component of the course. We are specifically interested in projects that meet at least one of the common goals of the General Education program:

1. Critical Thinking-To develop students' capacities for independent thinking, critical analysis, and reasoned inquiry.
2. Communication Skills - To enhance students' writing, speaking, reading, and listening abilities.
3. Issues of Value and Belief - To enhance students' capacities for making informed and reasonable choices.
4. Lifelong Learning - To help students develop the knowledge and intellectual skills that encourage participatory citizenship, acknowledge the value of learning, and facilitate and adaptation to change.

Projects that do not explicitly link liberal learning to the proposed activities will not be funded.

Selection

Awards ranging from \$200 to \$3,000 are available to assist individual faculty and staff in development of community-based learning experiences that are embedded in single or multiple courses. Applicants may participate in as many proposed projects as desired, but may serve as project director on only one proposal per funding period. If there are multiple submissions from one department, the department chair may be asked to prioritize them.

Use of Funds

Funds may be used for:

- Supplies and materials that are required to implement a service project.
- Transportation costs associated with the project.
- Curriculum materials that are directly related to the proposed project.
- Postage, copying, and advertising costs
- Awards for student participants in competitive projects.

Funds may not be used for:

- Faculty research projects.
- Student research projects that do not have a community-based focus.
- Instructional stipends or faculty release time.
- Faculty travel, unless the faculty member is accompanying students.
- Faculty professional development activities.
- Projects that do not contribute to quality of life in the State of Indiana.
- Salary or wages.

Review of Project Proposals

Liberal Learning in Action awards are granted on a competitive basis. A review committee comprised of staff from the Center for Public Service and Community Engagement and members of the General Education Council will review each proposal individually, using the following criteria in evaluation of the project:

1. Does the proposal fit the program criteria as outlined under the Selection section above?
2. Has the applicant demonstrated that the project is clearly related to liberal learning?
3. Are proposal objectives and outcomes clearly specified for faculty, students and/or the community? Is the project sustainable beyond the period of funding?
4. Are assessment measures for the success of the project clearly identified?

Deadline for Proposal Submission and Notification of Awards

Grants are due the 15th of each month throughout the year. **Three copies** of the proposal materials described below must be submitted to the Center for Public Service and Community Engagement, TH 134A, by 4:30 p.m. on the due date. It is anticipated that applicants will be notified within four weeks of the due date of the award status of their proposal.

Project Management

All ISU supported projects are administered in accordance with established University fiscal procedures and research policies. These include all travel regulations, policies relating to the protection of human subjects, and policies related to intellectual property rights. Equipment and computer software purchased through faculty development money become the property of the University, earmarked for the individual's use while at the institution during the time the project continues.

Project funds must be expended by the following dates:

- Spring 2008 – June 30, 2009
- Summer 2008 – September 30, 2009
- Fall 2008 – December 31, 2009

A final report describing the project outcomes and detailing the number of students involved and their level of participation/benefit must be submitted to the Center for Public Service and Community Engagement within four weeks of conclusion of the project or by June 15th, 2009 – whichever comes first. All publications and presentations based upon the funded project must acknowledge the assistance of the Lilly Endowment and Indiana State University Center for Public Service and Community Engagement.

What to Submit

To facilitate and expedite the review of proposals, the Experiential Learning Committee requires that proposals be submitted in the following format. Proposals that are inconsistent with these instructions will not be considered. Particular attention is given to proposal length, content and formatting. Please use 12-point font size.

- I. Cover Sheet (see Appendix A)
- II. Abstract - Provide a short abstract describing the project (250 words maximum), highlighting the project's purpose, outcomes, significance, methods and means of evaluation.
- III. Project Description (2 pages maximum) – Describe the project in detail, using the following outline as a guide. Please write the narrative in clear, direct language, avoiding jargon and acronyms when possible:
 - A. Background – Including role of community partner in project development.
 - B. Objectives and Sustainability
 - C. Project Description – Including description of how the project supports liberal learning.
 - D. Assessment
- IV. Proposed Budget and Budget Justification
On a separate sheet, please provide an itemized budget. The maximum funding available per project is \$3,000.
- V. Institutional Review Board Approval. If your project includes research involving human participants, you must receive Institutional Review Board approval before any funds will be released to support your project. A copy of the Institutional Review Board approval must be sent to the Office of the Provost and Vice President for Academic Affairs. (Curriculum innovation and measures of its assessment do not constitute such research.)

Appendix A
Routing Form

Liberal Learning in Action
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Submit to the Center for Public Service and Community Engagement, Tirey Hall 134A. If you have questions, contact X2474.

Title of Project _____

Project Period From: _____ To: _____

Course/s Related to the Project: _____ # of Students Involved in Project: _____

1. Project Director _____

Signature _____ Date _____

Department/Unit _____

Phone number _____ E-mail _____

2. Project Co-director _____

Signature _____ Date _____

Department/Unit _____

Phone number _____ E-mail _____

(If there are more than two co-project directors attach another page.)

1. Project director's department _____

Chair or Director _____

Signature _____ Date _____

Dean or Vice President _____

Signature _____ Date _____

2. Project co-director's department (if different than above.) _____

Chair or Director _____

Signature _____ Date _____

Dean or Vice President _____

Signature _____ Date _____

(Attach another page if needed.)